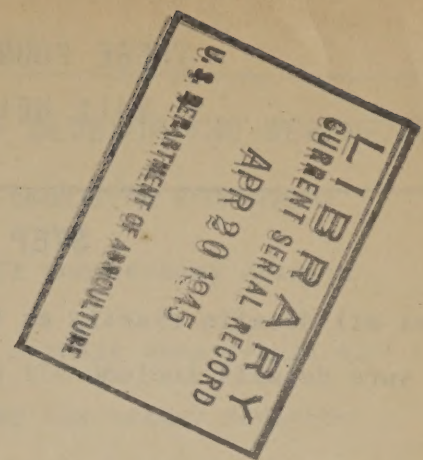
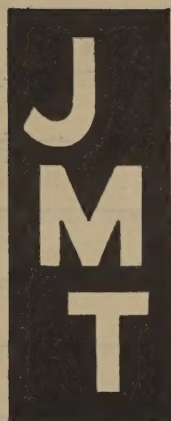


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How to Improve **JOB METHODS**



A PLAN THAT WILL HELP
YOU STUDY YOUR WAY OF
DOING A JOB AND WORK
OUT A BETTER AND EAS-
IER WAY TO DO IT.

*This pamphlet has been prepared for use in
Job Methods Training*

UNITED STATES DEPARTMENT OF AGRICULTURE
EXTENSION SERVICE • WAR FOOD ADMINISTRATION
EXTENSION FARM LABOR CIRCULAR NO. 22 MARCH 1945

and with LESS EFFORT,

GET A CLEAR "PICTURE" OF HOW YOU WORK

DEVELOP A QUESTIONING ATTITUDE

STEP 2. - QUESTION EVERY DETAIL

STEP 3. - DEVELOP THE NEW METHOD

ASK THESE QUESTIONS IN THIS ORDER:

(IN COOPERATION WITH OTHERS)

WHY is it necessary?
WHAT is its purpose?

ELIMINATE unnecessary details

WHERE should it be done?
WHEN should it be done?
WHO should do it?

COMBINE details when practical

REARRANGE for better sequence

HOW is "the best" way to do it?

SIMPLIFY all necessary details

CONSIDER AND QUESTION:

MAKE THE WORK EASIER:

- hand and body motions
- suitability of equipment
- arrangement of work place
- location of materials
- safety and comfort

- let both hands do useful work
- use tools that fit the job
- construct to save steps and energy
- have everything conveniently placed
- remove working hazards

LIST DETAILS OF NEW METHOD

[illegible]

WORK OUT AN "EASIER" WAY TO DO THE JOB

MAKE SURE THAT YOUR "IDEAS" ARE USED

STEP 4. - APPLY THE NEW METHOD

- | | |
|---------------------------|---|
| WRITE up
your proposal | - It will clarify your ideas on "savings" made
 - It will help you in "selling" your new method to others |
| SELL the
new method | - Explain advantages of new method and how it will operate
 - When all concerned are "sold" it will be given a fair trial |
| Get necessary
APPROVAL | - Be sure everyone concerned is consulted
 - Check on safety, quality, quantity, and cost |
| Put method
into USE | - Put the new method to work - waiting kills ideas
 - Use it until you develop a better method |
| Give CREDIT
where due | - Recognize the assistance others have given you
 - Giving credit stimulates ideas |

WRITE UP YOUR PROPOSAL

- Give the advantages of your new method in saving labor, materials, and equipment, and tell what changes are needed to put it into use

To: _____

From: _____

Subject: _____

Credit is due _____ for helping
me develop this improvement

CONTINUE TO LOOK FOR A "BETTER" WAY